

Paraprofessional Training Needs Assessment Survey Results —Fall 2004

Needs Assessment Paraprofessional Results by ESA			
	1 st Need	2 nd Need	3 rd Need
ESA 1	Cluster 5	Cluster 4	Cluster 9
ESA 2	Cluster 5	Cluster 4	Cluster 9 & 1
ESA 3	Cluster 5	Cluster 4	Cluster 9
ESA 4	Cluster 5	Cluster 4	Cluster 3
ESA 5	Cluster 5	Cluster 4	Cluster 9
ESA 6	Cluster 5	Cluster 3	Cluster 4
ESA 7	Cluster 5	Cluster 4	Cluster 3

Cluster choices:

1. Roles and Responsibilities of Para Professionals
2. Legal and Ethical Issues for Paraprofessionals
3. Organization and Management of the Classroom
4. Developing Instructional Skills
5. Behavior Management
6. Observing and Recording Student Performance
7. Effective Communication in Schools
8. Special Education Programs and Procedures
9. Classroom Strategies in Reading and Math

Descriptions of each cluster are listed below.

1. Roles and Responsibilities of Para Professionals

- Understand the role expectations of the paraprofessional in relationship to teachers, administrators, and students.
- Understand job descriptions and their functions.
- Identify the appropriate job roles for paraprofessionals and teachers.

2. Legal and Ethical Issues for Paraprofessionals

- Understand and practice working with ethical guidelines relating to students and parents.
- Understand and practice working with ethical guidelines regarding teachers and other school staff.
- Understand and practice working with ethical behavior regarding the school and community.
- Understand and practice working with issues of confidentiality.

3. Organization and Management of the Classroom

- Describe the impact of classroom arrangements on learning and behavior.
- Identify ways for finding additional instructional time.
- Identify and apply strategies for making the best use of available instructional time.

- Identify potential paraprofessional roles in managing the instructional process.
- Identify and apply ways to make the classroom a positive learning environment.

4. Developing Instructional Skills

- Explain the importance of individual and small group instruction.
- Describe and apply the role of the paraprofessional in tutoring.
- Describe the purpose and elements of an instructional lesson plan.
- Prepare for a tutoring session.
- Present directions and information effectively during instruction.
- Apply methods for managing individual and small group instruction.
- Apply methods for reinforcing students during tutoring activities.
- Evaluate the effectiveness of a tutoring session.
- Use techniques for reporting the results of the instructional activity to the teacher.

5. Behavior Management

- Delineate the paraprofessional's role in carrying out the classroom behavior management plan.
- Describe strategies for managing students during group activities.
- Demonstrate skills for increasing positive behavior in students.
- Demonstrate awareness of the importance of the ethical application of behavior management strategies.

6. Observing and Recording Student Performance

- Identify the purposes and problems inherent with behavior observation as an information source.
- Define behavior in observable, measurable terms.
- Use systemic procedures for observing and recording behavior.
- Practice charting results of behavior observation using graphs.

7. Effective Communication in Schools

- Use effective communication and listening strategies with students and staff.
- Examine techniques to aid in the communication with students.
- Question and direct student responses.
- Deal with conflicts between paraprofessionals and teachers and administrators.
- Demonstrate the ability to work as a collaborative team member with both general and special education teachers.

8. Special Education Programs and Procedures

- Describe how student's and parent's rights are safeguarded.

- Identify special education procedures used for the identification and placement of students with disabilities.
- Identify the types of services provided by special education programs.
- Explain the purpose and components of the IEP and describe how an IEP is developed.
- Implementation of instructional accommodations and modifications to meet student's needs.

9. Classroom Strategies in Reading and Math (*A requirement for Title I paraprofessionals under NCLB*)

- Implement instructional strategies in the teaching of *reading*.
- Implement instructional strategies in the teaching of *math*.